

Creekview Realty

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LISTING INFORMATION

(Use this form for DFW MLS Multi-Family only)

Please provide the following information for the MLS database. Some items are required, and others are optional. It is important to be as complete and accurate as possible, because agents often run property searches based on selection criteria provided by this form. Required items are underlined, in bold, and marked with an asterisk (*).

***Property Address**

***City** _____ ***County** _____ ***State** _____ ***Zip** _____

***Property Type:**

Apartment/5Plex+ Fourplex Full Duplex Multiple Single Units Triplex

***No. of Buildings** _____ ***No. of Stories** _____

***No. of Parking Spaces** _____ Occupancy Rate _____

Construction Status: New Construction (Never Lived in) New Construction – Incomplete Preowned

*Construction		
<input type="checkbox"/> Block	<input type="checkbox"/> Glass	<input type="checkbox"/> Steel
<input type="checkbox"/> Brick	<input type="checkbox"/> Log	<input type="checkbox"/> Stucco
<input type="checkbox"/> Common Wall	<input type="checkbox"/> Metal	<input type="checkbox"/> Tilt Wall
<input type="checkbox"/> Concrete	<input type="checkbox"/> Other	<input type="checkbox"/> Vinyl Siding
<input type="checkbox"/> Fiber Cement	<input type="checkbox"/> Rock/Stone	<input type="checkbox"/> Wood
<input type="checkbox"/> Frame/Brick Trim	<input type="checkbox"/> Siding	

Accessory Unit? Guest Quarters Other (please specify) Pool House No

Year Built _____ ***Building Sq Ft** _____ (Living areas that are heated/cooled only)

***Source of Square Footage information:** Appraiser Building Plan Tax Owner Other

Subdivision Name _____

Complex Name _____

Lake Name _____

***School District** _____

***Elementary School** _____

***Middle/Junior High School** _____

***High School** _____

*Total No. of Units _____

*Total No. of Beds _____

*Total No. of Full Bath _____

*Total No. of Half Baths _____

Dimensions:

Unit 1 Living _____ X _____
Unit 1 Kitchen _____ X _____
Unit 1 Unit SqFt _____
Unit 1 Total Half Baths _____
Unit 1 Avg Lease Rate _____

Unit 1 Dining _____ X _____
Unit 1 Master Bedroom _____ X _____
Unit 1 Total Full Baths _____
Unit 1 Total Bedrooms _____
Unit 1 Total Like Units _____

Unit 2 Living _____ X _____
Unit 2 Kitchen _____ X _____
Unit 2 Unit SqFt _____
Unit 2 Total Half Baths _____
Unit 2 Avg Lease Rate _____

Unit 2 Dining _____ X _____
Unit 2 Master Bedroom _____ X _____
Unit 2 Total Full Baths _____
Unit 2 Total Bedrooms _____
Unit 2 Total Like Units _____

Unit 3 Living _____ X _____
Unit 3 Kitchen _____ X _____
Unit 3 Unit SqFt _____
Unit 3 Total Half Baths _____
Unit 3 Avg Lease Rate _____

Unit 3 Dining _____ X _____
Unit 3 Master Bedroom _____ X _____
Unit 3 Total Full Baths _____
Unit 3 Total Bedrooms _____
Unit 3 Total Like Units _____

Unit 4 Living _____ X _____
Unit 4 Kitchen _____ X _____
Unit 4 Unit SqFt _____
Unit 4 Total Half Baths _____
Unit 4 Avg Lease Rate _____

Unit 4 Dining _____ X _____
Unit 4 Master Bedroom _____ X _____
Unit 4 Total Full Baths _____
Unit 4 Total Bedrooms _____
Unit 4 Total Like Units _____

Features:

*Interior Features		
<input type="checkbox"/> Bay Windows	<input type="checkbox"/> High Speed Internet Avail.	<input type="checkbox"/> Vaulted Ceilings
<input type="checkbox"/> Built-in Wine Cooler	<input type="checkbox"/> Intercom	<input type="checkbox"/> Wainscoting
<input type="checkbox"/> Cable TV Available	<input type="checkbox"/> Loft	<input type="checkbox"/> Water Filter
<input type="checkbox"/> Central Vacuum	<input type="checkbox"/> Multiple Staircases	<input type="checkbox"/> Water Purifier
<input type="checkbox"/> Decorative Lighting	<input type="checkbox"/> Paneling	<input type="checkbox"/> Water Softener
<input type="checkbox"/> Dry Bar	<input type="checkbox"/> Plantation Shutters	<input type="checkbox"/> Wet Bar
<input type="checkbox"/> Electric Shades	<input type="checkbox"/> Skylight	<input type="checkbox"/> Window Coverings
<input type="checkbox"/> Elevator	<input type="checkbox"/> Smart Home System	<input type="checkbox"/> Other
<input type="checkbox"/> Flat Screen Wiring	<input type="checkbox"/> Sound System Wiring	

*Pool on Property? Yes No

Backyard Pool Features		
<input type="checkbox"/> Above Ground	<input type="checkbox"/> In Ground Fiberglass	<input type="checkbox"/> Pool Perimeter Fence
<input type="checkbox"/> Attached Spa	<input type="checkbox"/> In Ground Gunite	<input type="checkbox"/> Saltwater Pool
<input type="checkbox"/> Cabana	<input type="checkbox"/> In Ground Vinyl	<input type="checkbox"/> Separate Spa/Hot Tub
<input type="checkbox"/> Cleaning System	<input type="checkbox"/> Indoor	<input type="checkbox"/> Water Feature
<input type="checkbox"/> Custom Cover	<input type="checkbox"/> Infinity Edge	<input type="checkbox"/> Other
<input type="checkbox"/> Diving	<input type="checkbox"/> Lap Pool	
<input type="checkbox"/> Heated	<input type="checkbox"/> Play Pool	

Tenancy		
<input type="checkbox"/> 6 Months or Less	<input type="checkbox"/> Month to Month	<input type="checkbox"/> Over 9 Months
<input type="checkbox"/> 9 Months or Less	<input type="checkbox"/> No Smoking	<input type="checkbox"/> Pet Restrictions
<input type="checkbox"/> Approval by Board	<input type="checkbox"/> No Sublease	<input type="checkbox"/> Pets Allowed
<input type="checkbox"/> Government Subsidized	<input type="checkbox"/> No Waterbeds	<input type="checkbox"/> Written Application Only
<input type="checkbox"/> Lease while on Market	<input type="checkbox"/> None	<input type="checkbox"/> Other

*Parking Features		
<input type="checkbox"/> Area Assigned	<input type="checkbox"/> Garage Conversion	<input type="checkbox"/> Pay Parking Lot
<input type="checkbox"/> Assigned Garage	<input type="checkbox"/> Garage Door Opener	<input type="checkbox"/> Porte-Cochere
<input type="checkbox"/> Assigned Spaces	<input type="checkbox"/> Garage Under Building	<input type="checkbox"/> Rear
<input type="checkbox"/> Attached	<input type="checkbox"/> Golf Cart Garage	<input type="checkbox"/> Shared Carport
<input type="checkbox"/> Circle Drive	<input type="checkbox"/> Has Sink in Garage	<input type="checkbox"/> Shared Garage
<input type="checkbox"/> Common Garage	<input type="checkbox"/> Individual Carport	<input type="checkbox"/> Side
<input type="checkbox"/> Common Lot	<input type="checkbox"/> None	<input type="checkbox"/> Swing Drive
<input type="checkbox"/> Covered	<input type="checkbox"/> Open	<input type="checkbox"/> Tandem Style
<input type="checkbox"/> Detached	<input type="checkbox"/> Open and Unassigned Garage	<input type="checkbox"/> Unassigned
<input type="checkbox"/> Fenced Assigned Lot	<input type="checkbox"/> Opener	<input type="checkbox"/> Uncovered
<input type="checkbox"/> Fenced Open Lot	<input type="checkbox"/> Outside Entry	<input type="checkbox"/> Workbench
<input type="checkbox"/> Front	<input type="checkbox"/> Oversized	<input type="checkbox"/> Other
<input type="checkbox"/> Garage	<input type="checkbox"/> Pay Parking Garage	

Security System Yes No

Alarm/Security Type		
<input type="checkbox"/> Burglar	<input type="checkbox"/> Firewall(s)	<input type="checkbox"/> Smoke Detector
<input type="checkbox"/> Carbon Monoxide Detector	<input type="checkbox"/> Leased	<input type="checkbox"/> Unknown
<input type="checkbox"/> Exterior Security Light(s)	<input type="checkbox"/> Monitored	<input type="checkbox"/> Wireless
<input type="checkbox"/> Fire Sprinkler System	<input type="checkbox"/> Owned	<input type="checkbox"/> Other
<input type="checkbox"/> Fire / Smoke	<input type="checkbox"/> Pre-Wired	

*Handicap Amenities: Yes No

Handicap Amenities		
<input type="checkbox"/> Elevator	<input type="checkbox"/> Meets ADA Requirements	<input type="checkbox"/> Wheelchair Access
<input type="checkbox"/> Hand Rails	<input type="checkbox"/> None	<input type="checkbox"/> Wide Doorways
<input type="checkbox"/> Lower Fixtures	<input type="checkbox"/> Ramp	<input type="checkbox"/> Other

of Fireplaces: _____

Fireplace Type		
<input type="checkbox"/> Blower Fan	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Metal Box
<input type="checkbox"/> Brick	<input type="checkbox"/> Gas Logs	<input type="checkbox"/> See Through Fireplace
<input type="checkbox"/> Decorative	<input type="checkbox"/> Gas Starter	<input type="checkbox"/> Stone
<input type="checkbox"/> Direct Vent	<input type="checkbox"/> Insert	<input type="checkbox"/> Wood Burning
<input type="checkbox"/> Electric	<input type="checkbox"/> Masonry Box	<input type="checkbox"/> Other

Common Features		
<input type="checkbox"/> Boat Ramp	<input type="checkbox"/> Guarded Entrance	<input type="checkbox"/> Private Lake/Pond
<input type="checkbox"/> Campground	<input type="checkbox"/> Hangar	<input type="checkbox"/> Public Hangar
<input type="checkbox"/> Club House	<input type="checkbox"/> Horse Facilities	<input type="checkbox"/> Racquet Ball
<input type="checkbox"/> Community Sprinkler System	<input type="checkbox"/> Jogging Path/Bike Path	<input type="checkbox"/> RV Parking
<input type="checkbox"/> Common Elevator	<input type="checkbox"/> Landing Strip	<input type="checkbox"/> Sauna
<input type="checkbox"/> Community Dock	<input type="checkbox"/> Laundry	<input type="checkbox"/> Spa
<input type="checkbox"/> Community Pool	<input type="checkbox"/> Marina	<input type="checkbox"/> Tennis
<input type="checkbox"/> Gated Entrance	<input type="checkbox"/> Park	<input type="checkbox"/> Other
<input type="checkbox"/> Golf	<input type="checkbox"/> Perimeter Fencing	
<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Playground	

*Roof		
<input type="checkbox"/> Built-Up	<input type="checkbox"/> Metal	<input type="checkbox"/> Tile/Slate
<input type="checkbox"/> Composition	<input type="checkbox"/> Overlay	<input type="checkbox"/> Wood Shake
<input type="checkbox"/> Concrete	<input type="checkbox"/> Shake Metal	<input type="checkbox"/> Wood Shingle
<input type="checkbox"/> Fiber Cement	<input type="checkbox"/> Tar/Gravel	<input type="checkbox"/> Other

*Flooring		
<input type="checkbox"/> Brick/Adobe	<input type="checkbox"/> Marble	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Carpet	<input type="checkbox"/> Parquet	<input type="checkbox"/> Wood
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Slate	<input type="checkbox"/> Wood Under Carpet
<input type="checkbox"/> Concrete	<input type="checkbox"/> Stone	<input type="checkbox"/> Other
<input type="checkbox"/> Laminate	<input type="checkbox"/> Terrazzo	

*Foundation		
<input type="checkbox"/> Basement	<input type="checkbox"/> Piered Beam Slab	<input type="checkbox"/> Other
<input type="checkbox"/> Bois D'Arc Post	<input type="checkbox"/> Pilings	
<input type="checkbox"/> Pier & Beam	<input type="checkbox"/> Slab	

Special Notes		
<input type="checkbox"/> Aerial Photo	<input type="checkbox"/> Historical	<input type="checkbox"/> Section 8 Qualified
<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> HUD	<input type="checkbox"/> Senior/Adult Living Community
<input type="checkbox"/> Build to Suit	<input type="checkbox"/> Inland/Wetland Restrictions	<input type="checkbox"/> Special Assessments
<input type="checkbox"/> Deed Restrictions	<input type="checkbox"/> Meets ADA Guidelines	<input type="checkbox"/> Special Contracts/Provisions
<input type="checkbox"/> Deep Hole Test	<input type="checkbox"/> Owner/Agent	<input type="checkbox"/> Survey Available
<input type="checkbox"/> Environ Study Complete	<input type="checkbox"/> Phase I Complete	<input type="checkbox"/> Verify Flood Insurance
<input type="checkbox"/> Feasibility Study Available	<input type="checkbox"/> Phase II Complete	<input type="checkbox"/> Verify Rollback Tax
<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Pipeline	<input type="checkbox"/> Verify Tax Exemptions
<input type="checkbox"/> Flowage Easement	<input type="checkbox"/> Residential Service Contract	<input type="checkbox"/> Other
<input type="checkbox"/> Highline	<input type="checkbox"/> Right of First Refusal	

*Kitchen Equipment		
<input type="checkbox"/> Built-in Coffee Maker	<input type="checkbox"/> Cooktop-Gas	<input type="checkbox"/> Oven - Electric
<input type="checkbox"/> Built-in Compactor	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Oven - Gas
<input type="checkbox"/> Built-in Icemaker	<input type="checkbox"/> Disposal	<input type="checkbox"/> Plumbed for Gas in Kitchen
<input type="checkbox"/> Built-in Microwave	<input type="checkbox"/> Double Oven	<input type="checkbox"/> Range/Oven—Electric
<input type="checkbox"/> Built in Refrigerator/Freezer	<input type="checkbox"/> Drop in Range/Oven - Gas	<input type="checkbox"/> Range/Oven—Gas
<input type="checkbox"/> Commercial Grade Range	<input type="checkbox"/> Dryer	<input type="checkbox"/> Vent Mechanism
<input type="checkbox"/> Commercial Grade Vent	<input type="checkbox"/> Dual Dishwashers	<input type="checkbox"/> Warmer Oven Drawer
<input type="checkbox"/> Convection Oven	<input type="checkbox"/> Dual Fuel Range	<input type="checkbox"/> Water Line to Refrigerator
<input type="checkbox"/> Cooktop-Electric	<input type="checkbox"/> Indoor Grill	<input type="checkbox"/> Other

***Approx. Acres** _____

***Lot Dimensions** _____

Lot Description		
<input type="checkbox"/> Acreage	<input type="checkbox"/> Horses Permitted	<input type="checkbox"/> Park View
<input type="checkbox"/> Adjacent to Greenbelt	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Partially Cultivated
<input type="checkbox"/> Airstrip	<input type="checkbox"/> Irregular	<input type="checkbox"/> Pasture
<input type="checkbox"/> Canal (Man Made)	<input type="checkbox"/> Lake Front	<input type="checkbox"/> River Front
<input type="checkbox"/> Corner	<input type="checkbox"/> Lake Front-Common Area	<input type="checkbox"/> Some Trees
<input type="checkbox"/> Creek	<input type="checkbox"/> Lake Front-Corps of Engin.	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Cul de Sac	<input type="checkbox"/> Lake Front-Main Body	<input type="checkbox"/> Tank/Pond
<input type="checkbox"/> Cultivated	<input type="checkbox"/> Landscaped	<input type="checkbox"/> Taxi-way
<input type="checkbox"/> Golf Course Lot	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Undivided
<input type="checkbox"/> Greenbelt	<input type="checkbox"/> Lg Backyard Grass Area	<input type="checkbox"/> Water/Lake View
<input type="checkbox"/> Heavily Treed	<input type="checkbox"/> No Backyard Grass	

Exterior Features		
<input type="checkbox"/> Arena	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> RV/Boat Parking
<input type="checkbox"/> Attached Grill	<input type="checkbox"/> Guest Quarters	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Balcony	<input type="checkbox"/> Gutters	<input type="checkbox"/> Separate Entry Quarters
<input type="checkbox"/> Boat Dock w/ Lift	<input type="checkbox"/> Lighting System	<input type="checkbox"/> Sport Court
<input type="checkbox"/> Boat Dock/Slip	<input type="checkbox"/> Mosquito Mist System	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Covered Deck	<input type="checkbox"/> Outdoor Fireplace/Pit	<input type="checkbox"/> Stable/Barn
<input type="checkbox"/> Covered Porch(es)	<input type="checkbox"/> Outdoor Living Center	<input type="checkbox"/> Storage Building
<input type="checkbox"/> Deck	<input type="checkbox"/> Patio Covered	<input type="checkbox"/> Storm Cellar
<input type="checkbox"/> Equestrian Center	<input type="checkbox"/> Patio Open	<input type="checkbox"/> Tennis Court(s)
<input type="checkbox"/> Gardens	<input type="checkbox"/> Private Hangar	<input type="checkbox"/> Workshop <input type="checkbox"/> W/ Electric
<input type="checkbox"/> Gazebo/Pergola	<input type="checkbox"/> Private Landing Strip	<input type="checkbox"/> Other

Type of Fence		
<input type="checkbox"/> Automatic Gate	<input type="checkbox"/> Iron	<input type="checkbox"/> Rail
<input type="checkbox"/> Barbed Wire	<input type="checkbox"/> Metal	<input type="checkbox"/> Rock/Stone
<input type="checkbox"/> Brick	<input type="checkbox"/> Net	<input type="checkbox"/> Slick/Smooth Wire
<input type="checkbox"/> Chain Link	<input type="checkbox"/> None	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Cross Fenced	<input type="checkbox"/> Partially Fenced	<input type="checkbox"/> Wood
<input type="checkbox"/> Dog Run	<input type="checkbox"/> Pipe	<input type="checkbox"/> Other

*Street/Utilities		
<input type="checkbox"/> Aerobic Septic	<input type="checkbox"/> Gravel/Rock	<input type="checkbox"/> Private Road
<input type="checkbox"/> All Weather Road	<input type="checkbox"/> Individual Gas Meter	<input type="checkbox"/> Private Sewer Co.
<input type="checkbox"/> Alley	<input type="checkbox"/> Individual Water Meter	<input type="checkbox"/> Private Water Co.
<input type="checkbox"/> Asphalt	<input type="checkbox"/> Master Gas Meter	<input type="checkbox"/> Septic
<input type="checkbox"/> City Sewer	<input type="checkbox"/> Master Water Meter	<input type="checkbox"/> Sewer Tap Fee Paid
<input type="checkbox"/> City Water	<input type="checkbox"/> M.U.D. Sewer	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Co-op Membership Included	<input type="checkbox"/> M.U.D. Water	<input type="checkbox"/> Underground Utilities
<input type="checkbox"/> Co-op Water	<input type="checkbox"/> No City Services	<input type="checkbox"/> Unincorporated
<input type="checkbox"/> Community Mailbox	<input type="checkbox"/> No Sewer	<input type="checkbox"/> Water Tap Fee Paid
<input type="checkbox"/> Concrete	<input type="checkbox"/> No Water	<input type="checkbox"/> Well
<input type="checkbox"/> Curbs	<input type="checkbox"/> Outside City Limits	<input type="checkbox"/> Other
<input type="checkbox"/> Dirt	<input type="checkbox"/> Overhead Utilities	<input type="checkbox"/> None

*Heating/Cooling (min 2 req)**		
<input type="checkbox"/> Additional Water Heater(s)	<input type="checkbox"/> Gas Jets	<input type="checkbox"/> Propane
<input type="checkbox"/> Central Air – Electric	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Solar
<input type="checkbox"/> Central Air - Gas	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Space Heater
<input type="checkbox"/> Central Heat - Electric	<input type="checkbox"/> Humidifier	<input type="checkbox"/> Window Unit
<input type="checkbox"/> Central Heat - Gas	<input type="checkbox"/> No Air	<input type="checkbox"/> Zoned
<input type="checkbox"/> Electrostatic Air Filter	<input type="checkbox"/> No Heat	<input type="checkbox"/> Other
<input type="checkbox"/> Evaporation	<input type="checkbox"/> Panel/Floor/Wall	

M.U.D District? Yes No Unknown

Green Features		
<input type="checkbox"/> Drought Tolerant Plants	<input type="checkbox"/> Low Flow Commode	<input type="checkbox"/> Recirculating Hot Water
<input type="checkbox"/> Energy Recovery Ventilator	<input type="checkbox"/> Low Flow Fixtures	<input type="checkbox"/> Solar Electric System
<input type="checkbox"/> Enhanced Air Filtration	<input type="checkbox"/> Mechanical Fresh Air	<input type="checkbox"/> Solar Hot Water
<input type="checkbox"/> ET Irrigation Control	<input type="checkbox"/> Rain/Freeze Sensors	<input type="checkbox"/> Wind Power
<input type="checkbox"/> Geo-thermal HVAC	<input type="checkbox"/> Rain Water Catchment	

Green Certification		
<input type="checkbox"/> Energy Star Certified	<input type="checkbox"/> HERS 101+	<input type="checkbox"/> LEED Platinum
<input type="checkbox"/> Green Built N. TX	<input type="checkbox"/> HERS Rated	<input type="checkbox"/> LEED Silver
<input type="checkbox"/> HERS 0-85	<input type="checkbox"/> LEED Certified	<input type="checkbox"/> NGBP-National Green
<input type="checkbox"/> HERS 86-100	<input type="checkbox"/> LEED Gold	

Energy Features		
<input type="checkbox"/> 12 in.+Attic Insulation	<input type="checkbox"/> Foam Insulation	<input type="checkbox"/> Storm Door(s)
<input type="checkbox"/> 13-15 SEER AC	<input type="checkbox"/> Gas Water Heater	<input type="checkbox"/> Storm Window(s)
<input type="checkbox"/> 16+ SEER AC	<input type="checkbox"/> High Efficiency Water Heater	<input type="checkbox"/> Tankless Water Heater
<input type="checkbox"/> 90% Efficient Furnace	<input type="checkbox"/> Insulated Doors	<input type="checkbox"/> Thermo Windows
<input type="checkbox"/> Attic Fan	<input type="checkbox"/> Low E Windows	<input type="checkbox"/> Tinted Windows
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Programmable Thermostat	<input type="checkbox"/> Turbines
<input type="checkbox"/> Dehumidifier	<input type="checkbox"/> Radiant Barrier	<input type="checkbox"/> Variable Speed HVAC
<input type="checkbox"/> Double Pane Windows	<input type="checkbox"/> Smart Electric Meter	<input type="checkbox"/> Ventilator
<input type="checkbox"/> Electric Water Heater	<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Other
<input type="checkbox"/> Energy Star Appliances	<input type="checkbox"/> Solar Screens	

Proposed Financing		
<input type="checkbox"/> Assumable Loan	<input type="checkbox"/> FHA	<input type="checkbox"/> Private Assumable
<input type="checkbox"/> Bond Money	<input type="checkbox"/> FHA Assumable	<input type="checkbox"/> Texas Vet
<input type="checkbox"/> Cash	<input type="checkbox"/> Fixed	<input type="checkbox"/> Trade/Exchange
<input type="checkbox"/> Conventional	<input type="checkbox"/> FMHA	<input type="checkbox"/> VA
<input type="checkbox"/> Conventional Assumable	<input type="checkbox"/> Lease Purchase	<input type="checkbox"/> Other
<input type="checkbox"/> Escalating	<input type="checkbox"/> Owner Cary First	
<input type="checkbox"/> Federal Land Bank	<input type="checkbox"/> Owner Carry Second	

***Homeowner's Association Dues:** Mandatory None Voluntary ***Amount:** \$ _____

Billing Frequency: Annual Monthly Quarterly Semi-Annual Other

***HOA Management Co:** _____ ***HOA Phone Number:** _____

HOA Includes:		
<input type="checkbox"/> All Utilities	<input type="checkbox"/> Full Use of Facilities	<input type="checkbox"/> Security
<input type="checkbox"/> Back Yard Maintenance	<input type="checkbox"/> Gas	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Blanket Insurance	<input type="checkbox"/> Management Fees	<input type="checkbox"/> Trash
<input type="checkbox"/> Electric	<input type="checkbox"/> None	<input type="checkbox"/> Water/Sewer
<input type="checkbox"/> Exterior Maintenance	<input type="checkbox"/> Partial Use of Facilities	<input type="checkbox"/> Other
<input type="checkbox"/> Front Yard Maintenance	<input type="checkbox"/> Reserves	

*Possession Date	
<input type="checkbox"/> Upon Closing/Funding	<input type="checkbox"/> Negotiable (possible move-in before close)

Annual Property Taxes **Without** Exemptions _____ Possible Short Sale? Yes No

***Gross Annual Income** _____ ***Net Annual Income** _____

If you have a preferred title company, enter here. If you don't have a preferred title company, leave this blank.

Title Co _____ Phone _____ Contact Name _____

Address _____

***Gross Annual Expenses** _____ ***Annual Insurance Expenses** _____

Total Annual Expenses Inc		
<input type="checkbox"/> Accounting/Legal	<input type="checkbox"/> License/Permits	<input type="checkbox"/> Pool Service
<input type="checkbox"/> Common Area	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Reserves
<input type="checkbox"/> Electric	<input type="checkbox"/> Management	<input type="checkbox"/> Supplies
<input type="checkbox"/> Gas	<input type="checkbox"/> None	<input type="checkbox"/> Taxes
<input type="checkbox"/> Insurance	<input type="checkbox"/> Parking	<input type="checkbox"/> Water/Sewer/Trash
<input type="checkbox"/> Lawn Care	<input type="checkbox"/> Payroll	<input type="checkbox"/> Other

***Occupancy:** Owner Tenant Vacant

***Exclusions** – List any items that are not included in the sale that buyers may assume are included:

YOU'RE NOT DONE YET!

Please email the directions, a brief description, & photo(s) to listing@creekviewrealty.com

Please be sure to reference the property address in the email, and include your last name.

1) Please email the directions of how to get to the property. Starting with some major cross streets is good enough. **The space for the description is limited to 150 characters WITH SPACES.** (MS Word will count characters for you: Go to “Tools” and select “Word Count”.)

2) Please email a brief description of the property. **The space for the description is limited to 400 characters WITH SPACES.** (MS Word will count characters for you: Go to “Tools” and select “Word Count”.)

3) Please email photo(s) in jpg format. All listings include at least a photo of the front. For Showcase listings, please email 6 to 10 photos. To get the best photos, refer to the Photo Guide on our website at <http://www.creekviewrealty.com/photoguide.html>

****Please be sure photos do not exceed 640x480. For help with resizing & emailing photos, see <http://www.creekviewrealty.com/resizephotos.html>**

By submitting this form, I hereby certify that I am the Seller of the above property, and that all of the foregoing is true and accurate to the best of my knowledge. I agree to inform Creekview Realty in writing if there are any material changes to this information.

Seller Signature _____ Date _____

Seller Signature _____ Date _____

**Please email completed forms to listing@creekviewrealty.com.
You may also fax to 866-219-7535**

Updated 6/20/2016